**Health and Safety and Insurance Declaration
(to be completed by all Exhibitors)**

Company Name MHRA
Stand No 45

The Health and Safety at Work Act, etc, 1974 (HASAWA74)

It is a condition of entry into the exhibition that every Exhibitor, Contractor, sub-Contractor, supplier and their agents comply with the HASAWA74 and all other legislation covering the venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others’ health and safety is not put at risk by their actions (or inactions) throughout tenancy. The exhibitor confirms that its staff will be sufficiently instructed and trained in relevant matters in order to carry out their tasks competently:

**Y -** We are **SHELL SCHEME** and are using the PMG recommended contractors. We have trained and made our stand staff aware of the potential risks present onsite and we will copy them in with any additional safety information. We will complete and return a risk assessment by **Friday 14 June 2019.** Any significant risks caused by our exhibits, demonstrations and work practises to either ourselves or others onsite are detailed on the form OR if our exhibits, demonstrations and work practises cause NO HAZARD to either ourselves or others onsite our risk assessment form will be marked clearly ‘NO/ONLY LOW RISKS’

**N -** We are **SPACE ONLY.** My principal contractor(s) (named below) has undertaken a specific Risk Assessment for this event in accordance with the HASAWA74. They have trained and notified their staff and sub-contractors in all such areas identified as being of risk. A copy will be forwarded to the Organisers by **Friday 14 June 2019.**

**Stand contractor 1**

Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Stand contractor 2**

Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Insurance and Public Liability**

~~I confirm that we have adequate public liability insurance in place to protect ourselves against any loss or damage to our stand, exhibits, property and personnel and for any legal liability incurred in respect of injury or damage to persons or property belonging to third parties.~~

Please see included letter confirming central government agencies should not take out public liability insurance and instead cover their own risks.

Health and Safety Representative on the stand will be Phillip Davenport

Position Higher Medical Device Specialist

Mobile No 07502 116111

**Declaration**

Authorised by



Date 14/06/2019

Print Name Phillip Davenport

Position Higher Medical Device Specialist

Central governmental bodies do not take out public liability insurance based on the following, hence the reason I cannot provide you a certificate:

*Central government organisations should not generally take out commercial insurance because it is better value for money for the taxpayer to cover its own risks. However, there are some circumstances where commercial insurance is appropriate. This annex sets out the issues to be considered. This guidance applies to departments and their arms-length bodies.*

The document can be found here: <https://www.gov.uk/government/publications/managing-public-money>

The section you want to reference will be Annex 4.4.

If you could update your records accordingly and confirm this now lists us as compliant.

**Please return to** **pmg@conferencecollective.co.uk** **by Friday 14 June 2019.**

**PMG CONFERENCE 2019 RISK ASSESSMENT**

|  |  |  |
| --- | --- | --- |
| **Event:** PMG Conference 2019 | **Event Dates:** 15/07/19 – 17/07/19 | **Venue/Location:** The International Centre, Telford |
| **Company Name:** MHRA | **Stand Number:** 45 | **Contracted Stand Builder:** *Anchor Exhibitions (if using provided shell scheme)* |
| **Contractor’s Details:** *Anchor Exhibitions Limited 2 Cedar Court | Grove Road | Burbage | Leicestershire LE10 2AE; +44 (0)145 5612 341 ;* *admin@anchor-exhibitions.co.uk* *(if using provided shell scheme, please also include any other relevant contractors)* |
| **Stand Manager:** Phillip Davenport |  | **Email: phillip.davenport@mhra.gov.uk** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Who is Affected** | **Level of Risk** | **Precautions/Actions** | **Further Action** |
| Use of floor banners – risk of entrapment of fingers, etc. during set-up/take down.  | Exhibitors | 1 x 1 | Banners being used for intended purpose, supplied by MHRA conference team who assess condition prior to issue.  | None |
| Electrical hazards | Exhibitors/Visitors | 4 x 1 | No electrical equipment being used, socket installation performed by conference contractors | None |
| Tripping hazards from containers/materials, cables | Exhibitors/Visitors | 1 x 2 | Containers stored properly, away from exhibition area.  | None |

**ONLY LOW RISKS**

**ASSESSMENT BY:** P Davenport **SIGNATURE:** **DATE: 10/06/2019**